
VACANCY ANNOUNCEMENT

Defense Nuclear Facilities Safety Board

Senior Executive Service Vacancy Announcement Number: #06-007

Opening Date: September 15, 2006

Closing Date: September 29, 2006

Position Title: DEPUTY GENERAL MANAGER

Pay Plan, Series, Grade: ES-340

Position Information: 1 vacancy; career reserved position in the Senior Executive Service

Salary Range: \$109,808-\$152,000

WHO CAN APPLY

Applications will be accepted from U.S. citizens and nationals.

ORGANIZATION AND PLACE OF WORK

The position is located in the Office of the General Manager at the Defense Nuclear Facilities Safety Board (DNFSB). The incumbent serves as Deputy General Manager, a career reserved position in the Senior Executive Service (SES). The DNFSB is a small independent executive branch agency; it is not part of the Department of Defense. For more information about the DNFSB, you may visit our website at www.dnfsb.gov.

SUMMARY OF DUTIES

The incumbent of this position serves as Deputy General Manager, responsible for: assisting the General Manager in the overall direction, management and supervision of the Office of the General Manager (OGM); supporting the Board's technical mission; planning, directing and evaluating executive and administrative operations; coordinating administrative program operations with other program objectives; interpreting policies and legal authorities affecting administrative management operations; and representing the interests of the Board before groups/organizations having policy and regulatory influence on administrative management operations. In the absence of the General Manager, acts on the General Manager's behalf with the full authority and responsibilities assigned to that position (other than those that cannot be delegated as a matter of law).

MANDATORY QUALIFICATIONS

Narrative Statement: Give specific examples of your education, experience, training and awards which are applicable to each of the mandatory EXECUTIVE CORE QUALIFICATIONS and TECHNICAL QUALIFICATIONS. Please provide this information in the order the elements are presented below.

Applicants serving in SES career appointments, eligible for reinstatement to the SES or who have successfully completed an SES candidate development program may omit the EXECUTIVE CORE QUALIFICATIONS, but must attach a copy of Standard Form 50, Notification of Personnel Action, documenting SES career appointment. Graduates of Office of Personnel Management-approved candidate development programs must provide proof of OPM Qualifications Review Board certification.

1. EXECUTIVE CORE QUALIFICATIONS (ECQs)--MANDATORY

- a. **ECQ 1--LEADING CHANGE:** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this qualification is the ability to establish an organizational vision and implement it in a continuously changing environment.
- b. **ECQ 2--LEADING PEOPLE:** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this qualification is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
- c. **ECQ 3--RESULTS DRIVEN:** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this qualification is the ability to make decisions that produce high quality results by applying technical knowledge, analyzing problems, and calculating risks.
- d. **ECQ 4--BUSINESS ACUMEN:** This core qualification involves the ability to manage human, financial, and information resources strategically.
- e. **ECQ 5--BUILDING COALITIONS/COMMUNICATION:** This core qualification involves the ability to build coalitions internally and with other Federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

2. TECHNICAL QUALIFICATIONS--MANDATORY

- a. Expert knowledge and experience in integrated financial and performance management systems, including an understanding of Federal programming and budgetary practices, and fiscal policy.
- b. Demonstrated experience leading Senior Level staff in the application of administrative and management regulations, principles, and practices in Federal organizations, particularly those affecting financial operations, information technology, records management, facilities and security operations, and human resources management.
- c. Demonstrated experience interfacing with high level officials in various entities, including Congressional staff, other Federal agencies, national laboratories, civic leaders, news media, public interest groups, and others of comparable stature in addressing controversial issues and demonstrated ability to reach coordinated decisions in an environment of severe time constraints and public scrutiny.

Additional information on developing the Narrative Statement for the Executive Core Qualifications can be found in the Office of Personnel Management's "Guide to Senior Executive Service Qualifications," at <http://opm.gov/ses/qualify.asp#qualify>.

HOW YOU WILL BE EVALUATED

Applicants will be screened for basic eligibility according to the mandatory ECQs and Technical Qualifications, and will be rated and ranked by a panel using only the information submitted for consideration. Failure to document demonstrated experience, training or education in support of the mandatory ECQ's and Technical Qualifications will adversely affect an applicant's chances for

further consideration. The best qualified applicants will be referred to the selecting official. The selecting official will consider the applicants referred based on the information provided and/or personal interview.

HOW TO APPLY FOR THIS JOB

To receive full consideration, applicants must submit ALL of the required information. The following information is required:

- (1) A written job application. You may use a resume, OF-612, Optional Application for Federal Employment, SF-171, or other appropriate written format as long as it includes the information listed below:
 - Vacancy number and job title
 - Full name, mailing address, day and evening phone numbers with area codes
 - Social Security number
 - Citizenship status
 - Highest Federal civilian grade held (also give job series and dates held)
 - Work experience. Give the following information for your paid and non-paid work experience related to the position for which you are applying: job titles, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), salary and hours per week, and whether your current supervisor may be contacted.
 - Name and location of colleges and universities you attended, major field of study, type and year of any degrees received
 - Other job-related qualifications or training, e.g., honors, awards, special accomplishments, publications, memberships in professional societies, etc.
- (2) A copy of your most recent supervisory performance appraisal or equivalent.
- (3) A Narrative Statement which addresses each of the five mandatory Executive Core Qualifications and each of the mandatory Technical Qualifications.

CANDIDATES WHO DO NOT SUBMIT COMPLETED APPLICATION PACKAGES WILL BE ELIMINATED FROM CONSIDERATION. Applicants will be notified as to the status of their application.

All materials submitted with your application become the property of the U.S. Government and will not be returned.

FILING YOUR APPLICATION

1. Mailed application materials must be postmarked by September 29, 2006, the closing date of this vacancy announcement. Applications postmarked after September 29, 2006, will not be considered. E-mailed and personally submitted application materials must be received by the closing date. Applications mailed using Government postage and or internal Federal Government mail systems are in violation of agency and postal regulations and will not be accepted. ***FAXED APPLICATIONS WILL NOT BE ACCEPTED.***
2. Mail or personally submit your completed application package to:

Defense Nuclear Facilities Safety Board
Division of Human Resources
ATTN: Deborah Bisciegli
625 Indiana Avenue, NW, Suite 700
Washington, DC 20004

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You may also E-mail your completed application package to: jobs@dnfsb.gov.

For questions about this vacancy, contact Deborah Bisciegla at 202-694-7041 or debbieb@dnfsb.gov.

OTHER INFORMATION

U.S. citizenship is required.

Veterans preference does not apply to the Senior Executive Service.

This is a Career Reserved position in the Senior Executive Service (SES). As a condition of employment, the candidate selected will be required to enter the SES if not already a member and have his or her managerial qualifications approved by the Office of Personnel Management. New career appointees to the SES will be required to serve a 1-year probationary period. Upon completing the required probationary period, the appointment will become permanent.

Selectee must file an Executive Branch Personnel Financial Disclosure report, SF-278, upon entering the position and each year thereafter.

Security/Suitability. The selectee will occupy a Critical Sensitive position requiring a background investigation leading to the granting of a "Q" level security clearance. Applicants are required to attain and maintain a "Q" level security clearance. Prior to appointment, applicants are required to undergo screening for illegal drug use. After, employment, individuals are subject to random drug testing.

Some travel is required.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law, as a condition of employment.

DNFSB provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

The DNFSB is an Equal Employment Opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

For information about the DNFSB, visit our web site at www.dnfsb.gov